

S E C R E T

23 October 1967

CS/HPM-4

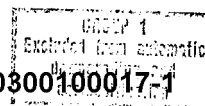
MEMORANDUM FOR: All CS Historical Officers  
SUBJECT : Accessibility of Source Material

1. The purpose of this memorandum is to provide a system whereby the source material, used in preparing a CS Historical Paper, is kept together and is easily retrievable.

2. This can be accomplished by four interlocking procedures as follows:

a. The essential reference material used in writing an historical paper can be attached in its entirety (or partially, with reference to the material's permanent location) as an appendix to the paper. (If bulky, this reference material may be bound as additional volumes.) This system requires the making of extra copies.

b. The Historical Officer of the controlling unit could keep all the reference material for an individual paper together in a location under his control. If the material cannot be copied or removed



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from existing file series, cross reference sheets as to permanent location may be used (i.e., Top Secret Control Office, 201 Files, etc.). It may be desirable to arrange this backup material in chronological order or in order according to the reference numbers used in the paper itself.

c. The unit HO can get an RI/Archives retirement job number (X-7936) in advance for Records Center storage of all the reference material for all the papers in the unit's historical program. This job number would then appear at the end of the reference bibliography of each paper. Normally, the same retirement job number would be used for all of the unit's historical papers.

d. Source material listed in the reference bibliography would include, as part of the reference, the permanent location of the document (i.e., FCHA 2341, 21 July 1956 - Job 67/491, Box 12, Folder 8). This procedure should include the additional safeguard of stamping each source document with the following stamp:

"THIS DOCUMENT IS  
A SOURCE REFERENCE IN  
CS HISTORICAL PAPER NO. \_\_\_\_\_

DO NOT DESTROY"

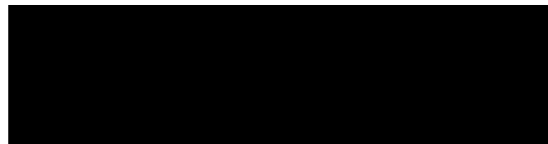
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3. Questions on this subject may be referred to  
Chief, HS/CSG, X-5963 or R-1765.

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Executive Secretary  
CS Historical Board

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